

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 1999/09/27 : CIA-RDP86-00244R000100060005-5

13 August 1969

MEMORANDUM TO: Building Planning Staff, OL

SUBJECT : Office Procedures - Release of Documents Outside of
the Building Planning Staff, OL

1. Members of the Building Planning Staff (BPS), OL, whether assigned full-time, detailed, or working from their parent offices on a part-time basis, have in their own offices varying procedures in the handling of documents.

2. It is essential that the BPS put forth a coordinated and uniform reflection of the mission, purposes, functions, and responsibilities of this Staff. Information, particularly when it is passed in writing to others, must reflect a reasoned judgment and agreed upon position within the BPS. There may be occasions where the officer involved in drafting a paper is the sole person on whom this Staff is relying for the subject field of activity. It may also be true that two or more members of the Staff have participated in the development of an informal paper, a staff study, a briefing outline for a presentation, or a memorandum, but herein the same procedure will apply. Such a uniform approach by the Staff, describing the approved papers, should reflect the BPS position in the content of the paper and clearly elicit the information desired if such is the purpose. Either the title line or the first sentence will state whether the document is for consideration and later discussion, for information only, or for action. When action is desired we must be explicit.

3. Any document which is to be issued either informally or formally by the BPS will be reviewed by the Chief, BPS, in draft form or the subject matter thoroughly reviewed in advance with him. No paper will be released in final form whether it is to be used as a working paper or is being disseminated in finished fashion without the approval and initials of the Chief, BPS. All documents addressed outside of the BPS will be prepared for the signature of the Chief, BPS.

4. All documents prepared for use or issuance outside of the BPS will carry an identifying line on the last page of the chrono copy. This line will be initialed by the originator. The Chief, BPS, will initial on the upper right-hand corner of the chrono copy, if it is not the type of paper prepared for his signature. The document will then be distributed or hand-carried for external use.

5. Contributions of all BPS Officers interested in a document being prepared will be solicited. Also, the above procedure will provide the necessary controls on the use of such documents and will contribute to a professional image through the unified effort of the Building Planning Staff. It is particularly important that information issued from this Staff reflect a common approach to the carrying out of responsibilities placed upon the BPS.

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6. In any papers which we prepare the intentions inherent in our assigned mission should not be forgotten; namely, that we apply vision, make reasonable projections supported by research, develop staff papers which justify our conclusions, and submit recommendations with alternatives which will accomplish the necessary consolidation at the Headquarters Langley site. All of our writing must be pointed in this direction, as well as our discussions.

7. Our requests for assistance from others must be submitted in memorandum form. Each request calling for a prepared written response must include the following:

- a. Purpose (reason for the request; start with "action requested" sentence at the beginning of the first paragraph)
- b. Discussion (supporting or explanatory information)
- c. Time (period within which we would like to receive the information requested)
- d. Request (be clear and precise; if a number of types of information or statistics are needed, list each point or aspect of the request separately)
- e. Assistance from BPS (include as attachment an outline, format, chart, or guidance which will simplify the work of the other office, and indicate clearly how the information is to be used in order to help the recipient present his response in the most meaningful and readily useable form)

A request for assistance will normally follow a meeting to lay the groundwork, to ascertain that the information desired is available, and to plan a course of action including joint participation where applicable. Initial approaches will always be made through the senior office involved where guidance will be requested and an appropriate contact established for developing the information desired.

STATINTL

[REDACTED]

Chief
Building Planning Staff, OL

Distribution:

Orig - OL/BPS/Subject File - Procedures
1 - OL/BPS/Chrono File

STATINTL

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